

*State of Michigan  
Records Management Services  
Training Calendar*

Note: Click on the class title to access the online registration form.

Date	Day of the Week	Time	Location*
<b>Basic Records Management [state employees only]</b>			
June 18, 2015	Thursday	9:00 - 10:00 a.m.	MLHC Forum, Lansing
<b>How to Manage Records [state employees only]</b>			
June 18, 2015	Thursday	10:30 - 11:30 a.m.	MLHC Forum, Lansing
<b>Imaging and Document Management Solutions [state employees only]</b>			
June 18, 2015	Thursday	1:30 - 3:30 p.m.	MLHC Forum, Lansing

**\*Maps and Parking:**

Michigan Library and Historical Center building, 702 W. Kalamazoo, Lansing, Forum is located on the 1<sup>st</sup> floor [<http://www.michigan.gov/dnr/0,1607,7-153-54463-51058--,00.html>]

State Records Center, 3400 N. Grand River, Lansing, less than 1 mile east of the airport, free parking

**Free Online Training:**

Managing Records is Important (state employees only)

<http://inside.michigan.gov/wr/records/Managing%20Records%20is%20Important/story.html>

Basic Records Management for State Employees (online version)

[http://www.michigan.gov/documents/hal/mhc\\_rm\\_state\\_workshop\\_video\\_260295\\_7.pdf](http://www.michigan.gov/documents/hal/mhc_rm_state_workshop_video_260295_7.pdf)

Basic Records Management for Local Government (online version)

[http://www.michigan.gov/documents/dmb/rms\\_localrmworkshoponlineflyer\\_339127\\_7.pdf](http://www.michigan.gov/documents/dmb/rms_localrmworkshoponlineflyer_339127_7.pdf)

Retention and Disposal Schedule Guide (state employees only)

<http://inside.michigan.gov/wr/records/RMS%20Guide/story.html>

Versatile User Tutorial (state employees only)

<http://inside.michigan.gov/wr/records/Versatile/story.html>

Versatile User Manual (state employees only)

<http://inside.michigan.gov/wr/records/Documents/RCmanual.pdf>

E-mail Retention Training

[http://www.michigan.gov/documents/hal/mhc\\_rm\\_email\\_class\\_175020\\_7.pdf](http://www.michigan.gov/documents/hal/mhc_rm_email_class_175020_7.pdf)

Destruction of Confidential Records (state employees only)

<http://inside.michigan.gov/wr/records/Confidential/story.html>